



# CITY OF HOUSTON

**Annise D. Parker**

Mayor

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December 19, 2013

**SUBJECT:** Letter of Clarification No. 3 Request for Proposal for  
Human Resources Consulting and Data Warehouse

**REFERENCE:** Request for Proposal No. S37-T24838

**TO:** All Prospective Proposers

**This Letter of Clarification is issued for the following reason:**

**To revise the above Request for Proposal No. S37-T24838 solicitation as follows:**

**1. CORRECTION:**

**5 SECTION IV Proposal Assumption and Contents and Checklist**

#	ITEM	Yes	No
1	One (1) computer generated, printed original signed in blue ink, <del>four (4)</del> twelve (12) printed copies; and <del>four (4)</del> twelve (12) additional CD-ROM(s) of the entire proposal are provided		

**2. CORRECTION:**

**6 SECTION V 6.1.2 1.0 Submittal Procedures**

1.1 Complete the e-RFP on Proposal Tech website and submit ~~four (4)~~ twelve (12) hard copies of the Proposal, ~~including~~ and one (1) ~~additional~~ printed original signed in BLUE ink, and additional ~~Four (4)~~ twelve (12) electronic CD copies are to be submitted in a sealed envelope bearing the assigned Solicitation Number, located on the first page of the RFP document to:

When issued, Letter(s) of Clarification shall automatically become a part of the proposal documents and shall supersede any previous specification(s) and/or provision(s) in conflict with the Letter(s) of Clarification. All revisions, responses, and answers incorporated into the Letter(s) of Clarification are collaboratively from both the Strategic Purchasing Division and the applicable City Department(s). It is the responsibility of the proposers to ensure that it has obtained all such letter(s). By submitting a proposal on this project, proposers shall be deemed to have received all Letter(s) of Clarification and to have incorporated them into this proposal.

Sincerely,

*Joyce A. Hays*

Joyce A. Hays  
Senior Procurement Specialist

**END OF LETTER OF CLARIFICATION 3**